
The Evergreen State College

Agency: 376

Audit Report: 2003 Higher Education System Report

Finding Number: 03-01

Finding: The Evergreen State College is not in compliance with state law or policies.

Resolution/Status: After the audit findings were shared with the College, Business Services met with all area managers that had findings. The particular problems were discussed and processes were put in place to monitor these conditions closely and College wide.

For example: the director of Business Services is now informed immediately of all deposits that are not made timely and according to College policies. They are brought to the supervisor's attention for corrective action and employee training if necessary. The supervisors are accountable for their employees' adherence to policies and procedures. In the travel expenditure area (excessive expenses for car rentals), the travel office has been instructed to monitor the monthly Budget-Rent-A-Car invoices and to follow up with any unapproved rental upgrades. In the equipment area, Police Services has been instructed to consistently forward theft reports to Business Services so that the information can be forwarded to the State Auditor's Office as required. The Academic Division established procedures in July 2004 to assure equipment at off-campus programs is monitored and safeguarded.

The College has revised and updated the following policies: fixed assets effective October 11, 2003; purchasing effective May 18, 2004; and, travel effective June 9, 2004. These updates are intended to address the auditor's recommendation for more clarity and specificity. All employees were informed of the new policies and that they are available on the College's WEB site. The Purchasing Department and the Travel Office will conduct additional training during the year. Senior staff and the vice presidents were informed of the audit findings and they committed to address the issues with their staff and ensure compliance. An all campus memorandum was sent to inform and educate all employees of the problems in the Fiscal Year 2003 audit and the applicable policies. Ongoing education of state law, as well as state and college policies are and will be taking place throughout the year.

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